



SHIPPING SHEET

NOTE

- All freight shipments must be delivered on dock-height vehicles with a liftgate.
- All freight carriers must be scheduled in advance *(48hrs to delivery w/ Anthony Harris)*.
- Authorized/Credentialed deliveries will **ONLY** be accepted at the InterContinental Hotel.
- All shipments **MUST ARRIVE BY TUESDAY, MAY 16TH**.

Step 1. Label packages as follows:

Intercontinental Los Angeles Downtown
 900 Wilshire Blvd.
 Los Angeles, CA 90017
 Reference: NFLPA Rookie Premiere 2023
 Attn: *"On-site name of person receiving package/shipment"*
 Partner Name: *"NFLPA"*
 On-site Room Location: *"NFLPA Storage Space – Executive Boardroom 1"*

Step 2. Provide the following information:

SHIPPER NAME		DATE	
COMPANY		E-MAIL:	
OFFICE PHONE:		CELL PHONE:	

Step 3. Help Us Track Your Packages:

Equipment / Product	Origination City/State	Date Shipped	Expected Arrival Date	Shipping Method	Tracking Number	Pallet or Boxes #

Step 4. Submit This Information: Please e-mail this document to: Anthony.harris@nflpa.com

***Shipping Window | Tuesday, May 9th – Tuesday, May 16th.**

***Delivery Hours | Monday – Friday | 8am – 5pm.**

***Please affix the below label to any materials delivered to the HOTEL.**

 SHIPPING LABEL Intercontinental Los Angeles Downtown 900 Wilshire Blvd. Los Angeles, CA 90017 Reference: NFLPA Rookie Premiere 2023 Attn: Partner Name: On-site Room Location:	
Package Contents:	Box _____ of _____
Any questions, please reach out to Anthony Harris – 203.391.4222 Anthony.harris@nflpa.com	

TO CUT -----

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Package Contents:	Box _____ of _____
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